### GLEN MOR MOVE-OUT TIMELINE

**FOR RESIDENTS WITH YEAR-ROUND LEASES (BUILDINGS A, B, D, L & M)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>June</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>June</strong></td>
<td><strong>IS UCR MOVING MONTH</strong> Summer here we come!</td>
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<tr>
<td><strong>May 9 – May 25</strong></td>
<td>Mandatory pre-inspections begin. This is a dry run (no charges will be assessed) to alert you to any concerns we have about the condition of your apartment. You do not need to be present.</td>
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<tr>
<td><strong>June 1</strong></td>
<td>Start thinking about what to do with your stuff—like reduce, reuse and recycle. See “Donate or Dump” below.</td>
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<tr>
<td><strong>June 30, 5pm</strong></td>
<td>Final deadline to move out. You can leave anytime in June, but we won’t pro-rate your rent. Make sure you leave your keys at the RSO in the official Key Return Envelope provided in your mailbox. If you need to drop off keys after hours, place them in the Key Return Drop Box located at the Glen Mor RSO.</td>
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<tr>
<td><strong>July 2</strong></td>
<td>Final inspections begin.</td>
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<tr>
<td><strong>July 20</strong></td>
<td>Notice of move-out charges will be emailed by this date.</td>
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</table>
Avoiding Damage Assessments

$2,000*
Replacing broken or damaged furniture due to negligence or abuse (complete bedroom furniture replacement)

$1,000*
Damaged tile/laminate; Replacing the carpet due to burns, stains or tears resulting from negligence

$800*
Replacing broken/missing appliances (stove, oven, refrigerator); Painting over an unauthorized color

$500*
Fumigation and cleaning from pet droppings or other unsanitary conditions

$175*
Replacing damaged blinds (each)

$150*
Replacing damaged or unauthorized door locks; Rekeying locks with missing keys; Fixing damaged door frames

$125*
Fixing/replacing broken garbage disposal

$80*
Replacing damaged/missing light fixtures or covers

$10*
Replacing burned out or missing light bulbs

CLEANING CHARGES:
$40.74/hour
Removal of interior and/or exterior trash, abandoned furniture/property, personal belongings, electronics, etc.

*Amounts shown represent maximum potential charges per occurrence. Not every possible cause of fines is listed. Additional damages or conditions may be considered.
**Glen Mor Move-Out FAQ**

### ARE YOU SURE I HAVE TO MOVE OUT?

If you haven’t renewed your lease for the exact same apartment, you have to move out. If you think there’s an error, contact the Housing Administration office immediately at (951) 827-6350.

### WHEN DO I HAVE TO MOVE OUT?

You must vacate by 5pm on June 30. Staying past 5pm will result in additional charges. Leave your keys at your RSO in the Key Return Envelope provided in your mailbox. After hours, place them in the Key Return Drop Box located at the Glen Mor RSO.

### WHAT DO I NEED TO DO BEFORE I MOVE?

Make sure everything in your apartment works. If not, put in a Service Request. Next: clean, clean, clean. You’ll save hundreds (or more!) in extra fees by leaving your apartment in move-in condition. Finally, review the Move-Out Preparations Guidelines, which is left on your apartment door during pre-inspection.

### WHAT IF I CAN’T MOVE OUT IN TIME?

If you can’t move out in time due to extenuating circumstances, you may request a brief extension at the Glen Mor RSO. Requests (with proper documentation) must be submitted by June 2 at 12pm. There is a daily charge for stays extended beyond June 30.

### THERE’S NO DAMAGE AND I CLEANED. CAN I STILL BE CHARGED?*

Yes. Standard cleaning charges are assessed to every resident. Damages and unpaid rent and missing items (including Ethernet cables) will be taken out of your Security Deposit. Charges beyond this are added to your UCR Housing account.

### FEES? WHAT CAN I BE CHARGED FOR?

Not cleaning up properly. Or breaking appliances, trashing the carpet or other conditions listed above. Damages in common areas will be assessed to all roommates, unless one takes responsibility. Depending on what we find in the Final Inspection, you can be charged for items NOT noted during pre-inspection.

### IS MAIL FORWARDED TO MY NEW ADDRESS?

Yep, but you must file the change of address form with the U.S. Post Office, either online (usps.com) or at the post office. Remember to check and clean out your mailbox prior to returning your keys.

### HOW WILL I KNOW IF I’VE INCURRED ADDITIONAL CHARGES?

Notice of move-out charges will be sent to you via email by July 20.

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* Standard carpet and cleaning charges do not apply to Oban Family Housing

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**Glen Mor Move-Out Timeline**

- **May 9–May 25**: Mandatory pre-inspections begin. This is a dry run (no charges will be assessed) to alert you to damages or conditions that might require repairs. You can also request a brief extension at the Glen Mor RSO. Donations of non-perishable food, clothing, and shoes will be accepted at the Glen Mor RSO.
- **May 26-29**: Donation bins at Glen Mor will be available for trash and oversized items at Bannockburn Village, Oban, Falkirk and Stonehaven. Large dumpsters will be available at Glen Mor.
- **June 1**: Apartments are vacated. Rent for June will be prorated for residents who vacate by June 30.
- **June 2**: Notice of move-out charges will be sent to you via email for any damages or conditions that were noted or not noted during the preliminary inspection. Any late charges will be assessed.
- **June 30, 5pm**: Final deadline to move out. You can leave anything at the Glen Mor RSO. Requests (with proper documentation) must be submitted by June 2 at 12pm. There is a daily charge for stays extended beyond June 30.
- **July 2**: Final inspections begin.
- **July 20**: Notice of move-out charges will be sent to you via email by July 20.

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### Glen Mor Move-Out Preparations Guidelines

- **Important to Know:**
  - Items may be considered damages or conditions that may be charged to you. The following potential charges are assessed per occurrence: painting over an exterior trash, abandoned refrigerator; replacing broken or damaged blinds; painting over an existing color; replacing damaged/missing items at Bannockburn Village, Oban, Falkirk and Stonehaven.
  - If you incurred any damage or condition to your apartment, you will be charged for it.
- **FAQs:**
  - **How can I get my keys back if I lose them?**
    - Leave your keys at the RSO in the Key Return Envelope provided in your mailbox. After hours, place them in the Key Return Drop Box located at the Glen Mor RSO.
  - **How much do I need to pay for damages or missing items?**
    - Damages will be charged at the rate of $40.74/hour. Damaged/missing items will be charged at the rate of $125*. Damages resulting from tears will be charged at the rate of $1,000*. Damages in common areas will be charged to all roommates, unless one takes responsibility. Additional charges per occurrence. Not every possible cause of fines is listed. Additional potential charges per occurrence: painting over an exterior trash, abandoned refrigerator; replacing broken or damaged blinds; painting over an existing color; replacing damaged/missing items at Bannockburn Village, Oban, Falkirk and Stonehaven.
  - **What if I haven’t renewed my lease for the exact same apartment?**
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  - **If I can’t move out in time due to extenuating circumstances, can I request an extension?**
    - Yes. If you can’t move out in time due to extenuating circumstances, you may request a brief extension at the Glen Mor RSO. Requests (with proper documentation) must be submitted by June 2 at 12pm. There is a daily charge for stays extended beyond June 30.
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Donate or Dump

LARGE DUMPSTERS

Large dumpsters will be available for trash and oversized items at Bannockburn Village, Oban, Falkirk and Stonehaven. However, there will be no dumpster at Glen Mor.

RSO COLLECTIONS

Donate non-perishable food, books and personal items (e.g. soap, laundry detergent, lamps, small appliances, bedding, cleaning supplies) for those in need in the Riverside community. Collections will take place at the Glen Mor RSO. Donated materials will be given to R’Pantry and Guardian Scholars.

DONATION BINS

Donate clothing, shoes, linens, toys and household textiles in good condition (also books, CDs, DVDs, picture frames, bowls and vases). One bin from the American Textile Recycling Service (ATRS) will be located outside D Building; another will be located near the RSO.

AMNESTY BOX

Do you have silverware, plates, mugs, napkin dispensers and/or other items from campus restaurants that happened to find their way into your apartment? Return them, along with any other university property — no questions asked — to the “Amnesty Box” at the Glen Mor RSO.